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ABSTRACT

A description of the development process, a review of the literature with an annotated bibliography, and the organization manual are included in this report. The manual, which was designed for use as a self-instruction and ready reference guide for library staff, provides a discussion of the rationale for a vertical file, guidelines for work functions and file organization, and a table of equipment and supplies. (JAB)

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VERTICAL FILE ORGANIZATIONAL MANUAL FOR THE LIBRARY AND LEARNING RESOURCES CENTER, EAST TENNESSEE STATE UNIVERSITY, COLLEGE OF MEDICINE

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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A Designated Paper

Presented to

the Faculty of the Division of Library Services

Department of Education

East Tennessee State University

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Christain Marshall Cupp

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

In Partial Fulfillment

of the Requirements in Library Service 5340 for the Degree

Master of Arts

by

Christian Marshall Cupp

December, 1976

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Chapter 1

INTRODUCTION

A well organized vertical file can be a valuable source of information. This information must be accessible to its users while requiring a minimum of effort and cost for its organization. In order to insure the accessibility of vertical file materials to its users and to provide for the continuity of its organization, there must be an organizational manual which is both flexible and easy to use.

This vertical file manual included as a part of this paper was prepared and is primarily intended for use by the Library and Learning Resources Center, East Tennessee State University, College of Medicine, Johnson City, Tennessee.

At the time this study was made this particular library was small, but growing rapidly. There were twelve to fifteen thousand volumes catalogued and processed and a goal of forty thousand volumes to be ready for use by 1980. The collection contained various print and non-print materials and equipment in the areas of health sciences and related fields.

THE STUDY

Purpose of the Study

This study was undertaken for the purpose of preparing an

organizational manual which could be used as a self-instruction and ready reference guide for all members of the library staff who participate in the maintenance of the vertical file.

Significance of the Study

An extensive search of professional literature failed to reveal any published manuals on the organization of a vertical file in a medical or health sciences library.

When this study was conducted, the Library and Learning Resources Center did not have a vertical file manual. This was considered sufficient reason to make this study, since a vertical file organizational manual is essential to the maintenance of a functional vertical file.

Limitations of the Study

Information gathered for this study was limited to the special needs of the Library and Learning Resources Center, East Tennessee State University, College of Medicine. The sources of information were limited to those found in the Charles C. Sherrod Library of East Tennessee State University.

Definitions of Important Terms

Vertical File. The vertical file is

> (1) A drawer, number of drawers, in a case, in which papers or a similar material may be filed on their edges. (2) A collection of pamphlets, cuttings, correspondence, etc., or similar material arranged on their edges in a drawer box.[1]

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[1]Leonard Montague Harrod. The Librarian's Glossary of Terms Used in Librarianship and the Book Crafts. 3d rev. ed. New York: Seminar Press, 1971, p. 676.

Organizational Manual. The organizational manual is

> a treatise on a special subject; often a simple, but all embracing treatment, containing concise information. The manual serves as a ready reference for practitioners and is easily and frequently revised.[2]

PROCEDURES

All available sources in the Sherrod Library of East Tennessee State University were searched for information on the organization of the vertical file. All published well-known bibliographic sources were examined to obtain titles of publications on the organization of the vertical file. Those titles were read, annotations were prepared for them, and those publications on the organization of the vertical file were consulted in the presentation of the manual presented in Chapter 3 of this paper.

ORGANIZATION OF THE REMAINDER OF THE STUDY

The remainder of the study was presented in the following order:

Chapter 2 presents the reasons to have a vertical file and annotations of the publications on the organization of the vertical file.

Chapter 3 contains the Vertical File Organization Manual for the Library and Learning Resources Center, East Tennessee State University, College of Medicine.

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[2]Loc. cit., p. 303.

Chapter 2

SURVEY OF THE LITERATURE

It was noted by the researcher that the vertical file can house many types of materials. It may include: pamphlets, clippings, leaflets, bulletins, circulars, newsletters, pictures, posters, charts, maps, etc. These materials may contribute greatly as supplementary sources of information. Following are some of the values they offer: 1) compactness and accessibility; 2) multiplication of sources; 3) currency; 4) uniqueness; 5) authority; 6) extension; and 7) referral. The values are stated more fully in Chapter 3 of this paper.[3]

Since this study was conducted for a small, but rapidly growing College of Medicine, Library and Learning Resources Center, the researcher was unable to locate any previously published vertical file manuals for that particular type of library. The Handbook of Medical Library Practice[4] offered various helpful hints for organizing the vertical file in the health sciences library, but the information was scattered throughout the text and quite

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[3]Shirley Miller. The Vertical File and Its Satellites. Littleton, Colorado: Libraries Unlimited, 1971.

[4]Gertrude L. Annan and Jacqueline Felter, eds. Handbook of Medical Library Practice. Chicago: Medical Library Association, 1970.

general. Therefore, other recently published vertical file manuals and leading articles were consulted.

The citations in the following annotated list were helpful to this study:

Annan, Gertrude L. and Felter, Jacqueline W., eds. Handbook of Library Practice. 3d ed. Chicago: Medical Library Association, 1970.

Recommended for all librarians in medical, health sciences, or other related fields, this handbook covers practically all the areas of medical librarianship. It also provides valuable, lengthy bibliographies at the end of each chapter.

The first three chapters pertain to introductory topics, while chapters four and five relate to the daily maintenance and utilization of the library. Discussed in the remaining chapters are such areas as: Automation; Audiovisual Materials; Research; Rare Books, Archives and the History of Medicine; Library Planning, Furniture and Equipment; National Library of Medicine; Library and Its Public; Professional Associations; and British Medical Libraries.

Condit, Lester A. A Pamphlet About Pamphlets. Chicago: University of Chicago Press, 1939.

In an effort to enhance the importance of the pamphlet as a literary form, Condit devoted a large part of his publication to developing its historical background.

Problems concerned with acquisition and administration in addition to a good summary of various policies and procedures are found in the remainder of this work.[5]

Gould, Geraldine N. and Ithmer C. Wolfe. How to Organize and Maintain the Library Picture/Pamphlet File. Dobbs Ferry, New York: Oceana Publications, Inc., 1968.

Written primarily for the vertical file in the elementary school, this manual discusses test proven methods of how to organize pictures, maps, charts,

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[5]Charles Merritt Leroy. "A Pamphlet about Pamphlets," Library Quarterly, 9:538-539, October, 1939.

pamphlets, and many other items which the librarian may want to file.

Included are many valuable illustrations and easy-to-follow directions.

Hicks, Warren B. and Alma M. Tillin. Developing Multi-Media Libraries. Rev. and enl. ed. New York: R. R. Bowker, 1970.

Included in this text is a three page organizational outline for the vertical file. Contained in the outline is a definition of the vertical file, cataloging hints, sample general and specific reference cards, and suggestions for circulation and physical processing.

Ireland, Norma Olin. The Pamphlet File in School, College and Public Libraries. Rev. and enl. ed. Boston: Faxon, 1954.

Designed for the average school, college and public library, this somewhat dated but still useful manual provides discussion on: How to begin; Clippings; Pamphlet Headings; Weeding; Catalogues and Reports; Storage and Circulation; List of Pamphlet Headings; Subdivisions for Local Material; Partial List of Organizations that Issue Pamphlets; and a Subject Index to the "Partial List of Organizations".

Miller, Shirley. The Vertical File and Its Satillites. Littleton, Colorado: Libraries Unlimited, 1971.

This well-written and practical manual has been valuable for archives and libraries both large and small. All three areas of acquisitioning, processing and organizing have been covered in detail. Discussed in the ten inclusive chapters are such topics as: Locating the Materials; Processing; Pamphlets; Clippings; Vocational Material; Local History; Maps; Pictorial Material; and Special Indexes and Files.

Piercy, Ester J. Common Sense Cataloging; a Manual for the Organization of Books and Other Materials in Schools and Small Public Libraries. New York: H. W. Wilson, 1976.

Recommended for the beginning cataloguer, trained or untrained, in the school, small public and small special library.

Brief, simple information on cataloging, classifying, processing, and circulating vertical file materials was found in this text.

Shaffer, Dale E. The Pamphlet Library; Use of the Sha-Frame System. Salem, Ohio: From the author, 1972.

This fourteen page pamphlet was found by this researcher to be little more than an advertisement for Mr. Shaffer's Sha-Frame Rack and Filing System.

Mr. Shaffer recommends that vertical file materials be filed by size rather than by subject. This system may appear neat and attractive, but highly impractical with regards to browsing, cataloging and processing.

Snyder, Doris. "A Supplementary Pamphlet File in an Academic Library," Oklahoma Librarian, 24,4:8-17+, October, 1974.

This was found to be an excellent article on pamphlet organization within the vertical file. Part I discussed the "General Aspects of Pamphlets", while Part II was a step-by-step guide for organizing the pamphlet file. Included with the article was an objective and lengthy bibliography.

Chapter 3 of this study is a working manual for the organization of the vertical file for the Library and Learning Resources Center, East Tennessee State University, College of Medicine.

Due to the special nature (small, health sciences and related fields) of the library for which this manual was prepared, many of the suggestions from the above sources were variously modified.

VERTICAL FILE ORGANIZATIONAL MANUAL

for the

LIBRARY AND LEARNING RESOURCES CENTER

EAST TENNESSEE STATE UNIVERSITY

COLLEGE OF MEDICINE

DECEMBER 1976 -

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VERTICAL FILE ORGANIZATIONAL MANUAL

I. GENERAL INTRODUCTION:

The "vertical file collection" pertains to printed, non-book reference materials which are housed vertically in file cabinets. The vertical file collection may contain any or all of the following: flat pictures, pamphlets, charts, maps, posters, newspaper and magazine clippings and newsletters.

II. JUSTIFICATION FOR THE VERTICAL FILE:

A. Currency. Because the vertical file materials are quick and relatively inexpensive to produce, new ideas and the latest statistics often appear in this form before they work their way into book format. They are also frequently revised.

B. Uniqueness. Difficult subjects sometimes receive only sparce treatment in a book. The vertical file may help fill the gap.

C. Multiplication of Sources. The vertical file materials bolster the book collection with a variety of supplementary offerings on popular topics, and the vertical file materials can be purchased without serious budgetary implications due to their being free or relatively inexpensive.

D. Compactness and Accessibility. The vertical file offers a quick approach to specific questions.

E. Extension. The vertical file offers an opportunity to provide information in the areas of occasional or sporadic demand.

F. Authority. If chosen wisely, the vertical file materials possess an authority which matches and even surpasses that of books. The reports of organizations, research reports, Health Information Series, etc. are well accepted for their authoritative feature.

G. Reference. Many institutes and associations issue bibliographies relating to their areas of special interest. Government agencies actively compile lists of informative sources. An increasing number of libraries now distribute their bibliographies on a national scale. If the library does not own all of these materials, they can be obtained via interlibrary loan or photocopying services.

III. WORK FUNCTIONS:

Professional	Non-Professional (Clerks or Volunteers)	Student Assistants
Evaluate and purchase selection tools	Type letters to sources; inventory received items	
Select sources to be explored	Type letters to sources; Preliminarily select items for inclusion in collection	
Appraise material received; to be mounted	Process all material	Stamp ownership on all material
Assign subject headings	Enter subject headings on all material; type catalog cards	File all material
	Check filing for accuracy	
	Weeding of collection	
Evaluate weeded material		

IV. ORGANIZATIONAL PROCEDURES:

A. Acquisition

1. Selection will be done jointly by faculty, staff, students and librarians.
2. Post cards will be sent to voluntary health agencies in order to get on their mailing lists.
3. Ordering will be done directly through the issuing agency rather than through a jobber.
4. Gifts will be evaluated according to the previously stated justifications, before they are processed.

January 10, 1977

Sirs:

We would greatly appreciate receiving a copy of your publications catalog and being placed on your mailing list.

Thank you so much for your kind cooperation.

Janet S. Fisher

Janet S. Fisher
Asst. Librarian
Med. Library & LRC
ETSU, College of Medicine
Johnson City, Tn.
37601

Ex. 1. Sample post card request form.

B. Classification

1. Items will be classifed according to MeSH (Medical Subject Headings).
2. Once an item is assigned a subject heading, that subject heading is checked in ink in the MeSH authority file (MeSH, 1975). The item is then filed in the appropriate folder bearing the proper subject heading and then housed in the vertical file or the overflow pamphlet box.

   Exceptions and addenda:

   a. Pamphlet Catalogs will be grouped under the heading of "Pamphlet Catalogs" and filed alphabetically by agency. New pamphlet catalogs will be added to the "Pamphlet Catalogs" subject card and refiled in the vertical file card catalog tray.
   b. University Publications will be filed alphabetically by the University - College - Department - Title - Date of publication, rather than by subject.
   c. Medications will be filed by their Family name, rather than by their Trade name. Cross reference cards will be made from the Trade name(s) to the Family name.
   d. Newsletters will be filed by the subject to which they apply and carry the added indicator of: "---Newsletters." A cross reference will be made from the title to the subject heading.
   e. Organizational publications in series will be filed by the subject to which they apply. A cross reference card will be made from the Organization to a listing of the subjects covered by their publications.

***Please note the card production examples following the outline on "Processing."

VERTICAL FILE

MEDICAID

see

MEDICAL ASSISTANCE, TITLE 19

Ex. 2. Sample cross-reference card

VERTICAL FILE

MYCOBACTERIUM INFECTIONS

see also

TUBERCULOSIS - DIAGNOSTIC STANDARDS

Ex. 3. Sample "see also" card

VERTICAL FILE

HOSPITAL VOLUNTEERS

Ex. 4. Sample catalog card

VERTICAL FILE

PAMPHLET CATALOGS

1. ARIZONA DEPT. OF HEALTH SERVICES
2. PUBLIC AFFAIRS INFORMATION SERVICE

Ex. 5: Sample card for pamphlet catalog holdings

VERTICAL FILE

EAST TENNESSEE STATE UNIVERSITY.
COLLEGE OF MEDICINE. PROSPECTUS

Ex. 6: Sample card for a university publication

VERTICAL FILE

KEFLEX

see

CEPHALOSPORINS

Ex. 7: Sample card for a medication

VERTICAL FILE

AMERICAN HOSPITAL ASSOCIATION.
STATEMENTS.

see

PSYCHOSOCIAL DEPRIVATION
MENTAL HEALTH SERVICES
CROSS INFECTION
DRUG UTILIZATION
EDUCATION, CONTINUING (see next card)

Ex. 8. Sample card for organizational publications

VERTICAL FILE

AMERICAN HOSPITAL ASSOCIATION.
STATEMENTS. CARD 2.

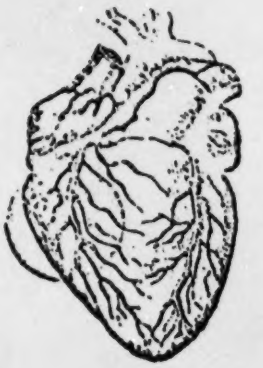
see

LICENSURE
HOSPITALS, GENERAL
UTILIZATION REVIEW
REHABILITATION - FINANCING
BLOOD BANKS (see next card)

Ex. 9. Note the "Card 2" identifier

C. Processing

1. All materials which circulate individually will be stamped with the library's identification and the date received on the cover of the outside sheet.
2. Stamping will be done in the following manner: the date received will be stamped in the upper right corner, the library's identification will be stamped in the bottom center. If the stamps are not visible on the cover, then place the stamps on the title page. See Example 10, p. 6.
3. Periodical clippings must include the following: title of the source, volume, page, date of issue, plus the date received and the library's identification.
4. Newspaper clippings and all other items to be mounted will have the source information inked in the top left; date received in the top right; and the library's identification at the bottom center. All markings will be made on the mounting paper. See Example 11, p. 7.
5. Clippings which are not mounted will have the source information inked in a visible area and stamped with the date received and the library's identification.



Ex. 10. Note the location of the date and the identification stamps on this sample pamphlet cover.

DEC 7 1976

Propranolol Hydrochloride For Selected Patients With Moderate to Severe Angina Pectoris

Not Responsive to Conventional Measures

And for Other Clinical Indications

Nanette K. Wenger, M.D.
Emory University School of Medicine
Grady Memorial Hospital
Atlanta, Georgia

ETSU MEDICAL LIBRARY

HOSPITAL ADMINISTRATION JAN 3 1977

Wall St. Journal
12-6-76

Hospital Affiliates Study Slated

NASHVILLE, Tenn.—Hospital Affiliates International said it will perform a management study on New York's 1,325-bed Bellevue Hospital.

The agreement with the New York City Health and Hospitals Corporation calls for the preparation of a report by Dec. 22, 1976, on Bellevue and tentative conclusions on the 16 other hospitals operated by the corporation.

Hospital Affiliates is a hospital management concern, operating or developing 70 hospitals in 20 states.

ETSU MEDICAL LIBRARY

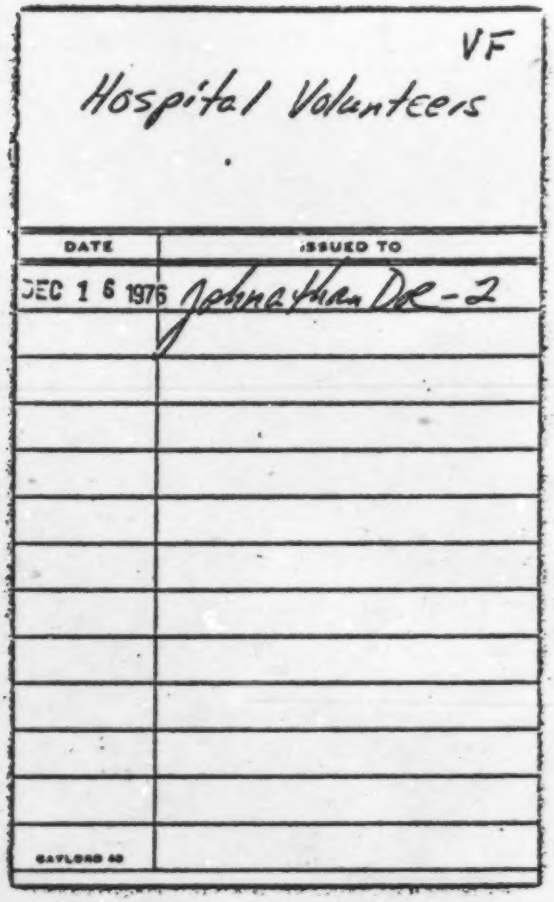
Ex. 11. Sample newspaper clipping

6. Mounting will be done by the dry mount method in the Graphics Center, Room E203 of the Education Building. Permission for the use of this facility and the equipment, therein, by the Library and Learning Resources Center staff, has been granted by the Dean of the College of Education. The Library and Learning Resources Center will provide all necessary supplies for any dry mounting done for the Library and Learning Resources Center. The following is the suggested procedure for dry mounting:
   a. Obtain necessary materials.
      (1) Item to be mounted
      (2) MT5 mounting tissue
      (3) 14 pt. manilla tag mounting paper
      (4) Scrap cover paper (must be clean)
      (5) Paper cutter
      (6) Tacking iron
      (7) Dry mount press
      (8) Weighted cooling press
   b. Cut mounting tissue so as to have a small border around the item to be mounted.
   c. Tack the mounting tissue to the back center of the item to be mounted.
   d. Neatly trim the border of the tissue paper, making it flush with the edges of the item to be mounted.
   e. Tack, diagonally, the corners of the mounting tissue to the manila tag mounting paper. Be sure to have the mount properly aligned on the manila tag mounting paper.
   f. Fold in half a sheet of scrap cover paper and insert the sandwich-like mount, mounting tissue and mounting paper between the half-folds. Be sure that the mount is completely covered by the scrap cover paper.
   g. Pre-heat the dry mount press to 275° F.
   h. Insert the covered mount into the press and heat for 30 seconds.
   i. Withdraw the covered mount from the press and quickly place the covered mount under a weighted cooling press which is large enough to fully cover the covered mount. Allow to cool for 2-3 minutes.
   j. The mounted item is now ready to be stamped and processed.

D. Circulation

1. Open to all qualified borrowers
   a. Faculty and staff
   b. Medical students
   c. Persons who have obtained special permission
      1. Local patrons
      2. Students from other disciplines within the university.
2. Time limit will be three days.
3. Procedure
   a. Routing envelopes will be provided for circulation.
   b. In the block marked "name," the subject heading will be inked in along with the number of items requested for loan under that subject. Items desired on other subjects will be circulated in separate envelopes. The date due will be stamped in the "Stop" column. The entering of the subject heading, number of items borrowed and the date due will be performed by the library personnel.
   c. A circulation card with the subject heading penciled in the top center and "VF" penciled in the top right corner will be used.
   d. The patron will enter his name and the number of items borrowed on the circulation card.
   e. The card will then be stamped with the date due and filed in a separate tray alphabetically by the date due.
   f. Additional circulation cards will be prepared for items requested under the same subject at concurring times.
   g. Returned vertical file material will be handled in the following manner:
      (1) Pull the corresponding circulation card from the file.
      (2) Check to see if the proper number of items have been returned.
      (3) Note the damages/losses, if significant (i.e., items needing to be repaired or replaced).
      (4) Weed if necessary.
      (5) Ink through the previous circulation data on the circulation card and the rounting envelope.
      (6) Return the circulation card to the inactive file.
      (7) Refile the materials.

***Please note the circulation examples on the following pages.



Ex. 13. Sample charge card

E. Weeding

1. Weeding will be done at least once per year (preferably in December).
2. All files will be weeded to remove materials no longer current (limit 3 years) or materials duplicated in other sources.
   Exception - those materials which are descriptive and informative in nature and do not become obsolete with age.
3. Original weeding may be done by student assistants, with the final decision made by the librarian.
4. Weeding of damaged or obsolete material of all items will be done each time items are returned from circulation.
5. Questions to consider when weeding:
   a. Do new items supersede older publications on the same subject? Or do the older materials contain historical or background information which is omitted in recent works?
   b. Does the new item add a different dimension or merely restate what is in other material on the subject? If it does not offer a fresh approach, is it still needed because of the popularity of the topic?
   c. Is there enough demand to justify keeping duplicate copies?
   d. If the new item is an annual report, statistical compilation, or serial bulletin, should only the latest edition be kept? How long should the backfile be? Are the compilations summarized or repeated in the newer issues?

V. TABLE OF EQUIPMENT AND SUPPLIES

A. For Correspondence
   1. Letterhead stationery
   2. Postcards, U.S.

B. For Authority File
   1. Medical Subject Headings (MeSH, 1975)
   2. Card tray
   3. Rejected OCLC cards

C. For Processing Vertical File Material
   1. Mounting board, 14 pt., manila tag, cut 10"x14½"
   2. Editor's shears
   3. Single edge razor blade and sheath holder
   4. Paper cutter
   5. Steel edge ruler
   6. Pencils, #2
   7. Nylon tip pens (assorted colors)
   8. Folder labels
   9. Dry mount press
   10. Tacking iron
   11. MT5 mounting tissue

D. For Cataloging
   1. Rubber stamps
      a. date
      b. library identification
   2. Catalog cards, 3"x5", (scrap OCLC cards)
   3. Typewriter

E. For Housing and Filing
   1. Legal size file cabinet
   2. Legal size file folders
   3. Legal size handing folders
   4. Legal size in-out basket
   5. Folder labels, green

F. For Circulation
   1. Circulation cards
   2. Card trays
   3. Routing envelopes, 12"x18"

VI. STATISTICS TO BE MAINTAINED

A. Number of Items Processed
B. Number of Items Circulated

"To condemn any pamphlet to innoculous desuetude. . . merely because it is innocent of a stiff cover, is to despoil the temple of learning and reject the good things of Providence. . ."

Lester Condit

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